

Reimbursements - Frequently Asked Questions

What is a reimbursement?

That's how RCO pays you. First, you buy services or materials that are eligible and allowable according to your grant agreement. Then, you send us a bill requesting your expenditures be reimbursed. So two things you should know:

- You must have proof that you have paid for the services or materials.
- RCO never pays upfront (rare exceptions are allowed with advance approval).

Will RCO pay our invoices directly to our suppliers or contractors?

RCO will not pay suppliers or contractors directly. You must pay them first, and then request reimbursement.

There is an exception for payments for land purchases, in certain cases these payments may be made directly into escrow.

How can we get our payment directly deposited?

Yes, if you sign up to be a Washington statewide vendor. We encouraged you to sign up for this program, which is administered by the Washington State Office of Financial Management. Once signed up, RCO can deposit payments directly into your bank or mail checks automatically to you.

What can I not get paid for?

Costs that are not spelled out in the agreement are ineligible. Look for the details in the Eligible Reimbursement Activities Report sent with all agreements. You also may get this report in PRISM, in reports under agreements.

What type of timesheet should I use?

There are five standards for timesheets:

1. Must reflect an after-the-fact determination of the actual activity of each employee.
2. Must account for the total activity for which employees are compensated.
3. Must be signed by the individual employee or by a responsible supervisory official having firsthand knowledge of the activities performed by the employee.
4. Must be prepared at least monthly and must coincide with one or more pay periods.
5. Budget estimates or other distributions based on a percentage before the work was performed do not qualify.

Do I submit copies of timesheets and paid invoices with each invoice?

No, do not provide copies of timesheets and paid invoices to RCO. RCO may request copies of timesheets and paid invoices, as well as other documentation, in certain situations, so you must keep them on file.

Do you have a burning question?

If so, e-mail [Amie Fowler](#).